

Roots Abacus Policies (effective 1st June 2023)

1. You can reach us via **our email: roots.sg.pte.ltd@gmail.com**, WhatsApp number **9836 9997 / 9833 0241** or visit our website at www.rootsabacus.com.
2. Please note: **Office Working Hours: Mon to Fri between 12-3pm**. Instructors will be teaching on weekends; we will get back to you on the next working day.
3. **APP: Kindly download our Roots Abacus App for: (For Both Android & IOS Users)**
 - Checking fees status and collection of invoices.
 - To check attended lesson dates of your child.
 - To view Centre schedule & time for makeup lesson.
 - Login ID is your email address. Password, you can check with the instructor.
4. **Fee Payment:** Kindly make the first set of payment after the first fee reminder. After 2nd fee reminder, late fee would be charged. Fees will be charged on the Monthly basis. (Kindly Mention Students' name in the transactions).
5. **Fees Details: (To be paid by 7th of every month)**

Registration Fee	(Inclusive of Teaching kit, Bag, Abacus)	\$ 45
Refundable Deposit	(One time) (Only Deposit is Refundable)	\$ 100
3 Months Fee	(12 lessons) (includes books & certification cost)	\$ 460
Monthly Fee	(4 lessons) (includes books & certification cost)	\$ 160
Fees Paid Per Lesson	(If not paid monthly)	\$ 50
Additional Late Fee	(After 2 nd Fee Reminder)	\$ 10

6. **Bank Details and Payment method:**

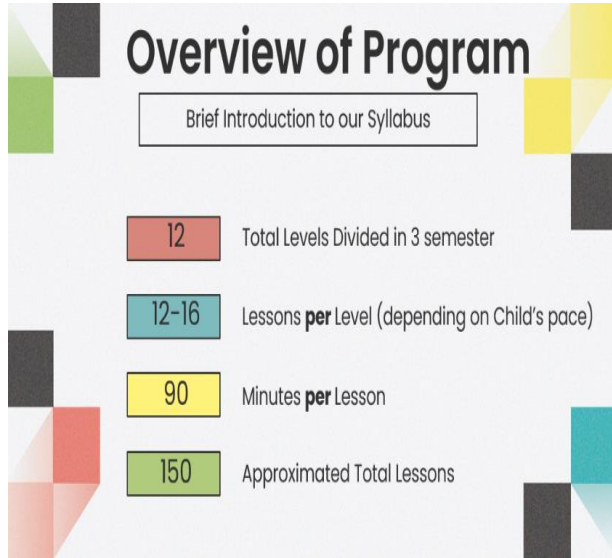
Payment Mode	Bank Transfer	Cheque @	Pay Now	UEN
Acc. No .	DBS 0279068973	Roots.Sg Pte Ltd	QR Code	201607590G000

7. **Late Pick up:** If you are late to pick up your child, kindly inform the instructor.

8. Our monthly class schedule includes 4 classes. In months with 5 lessons, the 5th lesson will be an off day for all.
9. If a public holiday falls within a given month, rest assured that we will still provide you with 4 lessons for that month. Please refer our 2023 calendar for the schedule.
10. **Replacement classes** can be provided strictly under the following conditions:
 - a. **Parents must inform minimum 1 day in advance, if child is not attending the lesson**, & make-up lesson will be provided within next term (Term 1: Jan to June & Term 2: July to Dec).
 - b. **Same day cancellation of class would be charged irrespective of any reason** (Party, busy, car break down, rainy day). In case of medical emergency please submit MC & make-up lessons will be provided.
 - c. **Makeup lessons are STRICTLY not adjustable against the monthly fees.** In case you have missed lessons you can cover up during Term 1 summer break or Term 2 winter break at any of Our Roots Center or you can attend Online lesson.
11. Check the Schedule for the makeup lessons on our website and check with the instructor if the day/time selected slot is available. Web Link for the schedule <https://rootsabacus.com/centres-and-schedule/> or you can check in our App.
12. Our syllabus is carefully designed which is fully aligned with international and local schools. Our syllabus also benefits the kids in overall brain development. It will also facilitate kids to develop IQ & EQ level to excel in life in various fields. In case our student needs extra practice, we will take care and supply practice worksheets.
13. As this is an individualized programme, the duration of the lesson and the learning process will depend on the child's interest, concentration, responsiveness & mood.
14. **For online lessons, Class strength 3 to 5 students (Duration: 90 minutes)**
Class strength 1 to 2 students (Duration: 60 minutes)
15. All the teaching material for online students will be either pick up from our office in person or we can send you via courier service (Courier cost is additional).

Roots.Sg Centre Schedule

Roots Centres	Day	Class Timings
Katong Shopping Centre #05-30, Mountbatten Road, Singapore 437844	Monday	• 4.00 pm – 5.30 pm • 5.00 pm – 6.30 pm
	Thursday	• 4.00 pm – 5.30 pm • 5.00 pm – 6.30 pm
	Saturday	• 10.30 am – 12nn
Bedok, Aquarius by the Park I.Q. E.Q Center-478934	Tuesday	• 4.30 pm – 6.00 pm • 6.00 pm – 7.30 pm
	Saturday	• 5.00 pm – 6.30 pm
Bayshore, #C304 Level 3, Hokkiens Huay Kuan 5, Sennett Road, 466781	Wednesday	• 5.00 pm – 6.30 pm
	Friday	• 4.30 pm – 6.00 pm • 5.30 pm – 7.00 pm
Chinese Swimming Club, 21 Amber Rd, Singapore 439870	Wednesday	• 5.00 pm – 6.30 pm
Singapore Swimming Club 45Tj Rhu Rd- 436899	Saturday	• 11.00 am – 12.30 pm • 12.30 pm – 2.00 pm
51,tampines Ave 1 The Tropica Singapore 529771	Saturday	• 4:30 pm –6.00 pm
Simei, Melville Park Auxiliary Center Day care room 2,529948	Monday	• 4.30 pm – 6.00 pm • 5.30 pm – 7.00 pm
	Thursday	• 4.30 pm – 6.00 pm • 5.00 pm – 6.30 pm
	Sunday	• 12.00 pm – 1.30 pm
Sindhu House795 Mountbatten Road, Singapore 437795	Tuesday	• 5.00 pm – 6.30 pm
	Friday	• 5.00 pm – 6.30 pm
Costa Rhu		• Opening in August
Century Square Mall, 04-06,2 TampinesCentral,	Tuesday	• 5.00 pm – 6.30 pm
Marine Parade Central	Friday	• 4.30 pm – 6.00 pm



- **Double Hand Movement**
- **Visualization Benefits** Increased Speed, Focus, Concentration, Retention & Reduces distraction.
- **Foundation Level: 1 to 4 Level**
- **Intermediate Level: 5 to 8 Level**
- **Graduate Level: 9 to 12 Level**
- **Brain Activities:** Riddle, Games, Speed Writing
- **IQ EQ Logical Thinking**
- **Super Brain Yoga**
- What can I do at home, after lessons?
- Is this program relevant to school curriculum?

Warm Regards,
Roots.Sg Pte Ltd
Roopali Bansal
Managing Director

Parent's Signature

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Date: